### Change of Grading Option Request

**PLEASE PRINT IN INK ONLY**

This form must be submitted to the Offices of Admissions and Records at the Kentfield or Indian Valley Campus upon registration, or no later than 30% of the length of the course for the school term and/or short term course. Please see the Important Dates calendar in the schedule of classes. *This form is to be used only for those courses listed in the current catalog with the grading option of pass/no pass or letter grade.*

#### SEMESTER
- [ ] FALL 20____
- [ ] SPRING 20____
- [ ] SUMMER 20____

**MARIN ID #**

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**NAME**

- LAST
- FIRST
- MIDDLE INITIAL

**MAILING ADDRESS**

- NUMBER & STREET
- CITY
- STATE
- ZIP

**DAY PHONE**

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**E-MAIL ADDRESS**

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I am requesting that my grading option be changed to (please mark an “X” under your grading option):

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Pass/No Pass</th>
<th>Letter Grade</th>
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**STUDENT’S SIGNATURE**

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**DATE**

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RECEIVED BY ________________ DATE ________________ PROCESSED BY ________________ DATE ________________

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